

2R-4-8705

File: C-4

19 NOV 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

ATTENTION : [REDACTED]

SUBJECT : Hours of Work and Use of the Snack Bars

REFERENCE : Memorandum from the Inspector General to the Deputy Director (Administration) on this subject dated 4 November 1953

25X1A9a

1. It is the opinion of this Office that employees should be instructed about arriving at work on time and the use of the snack bars by their supervisors. The most effective discipline in these matters results from direct supervisor-employee relationships. Agency Notices on these subjects do not appear to be the most appropriate vehicle for accomplishing the desired results because they tend to relieve supervisors of their responsibilities for managing and disciplining employees. Furthermore, appropriate discipline must be sought continuously. Repeated Agency Notices on these subjects soon lose their impact and become routine.

2. It is considered that the desired action would more likely be effected if the referenced memorandum was transmitted to the heads of the major components with a covering memorandum requesting action through their respective command channels to implement the responsibilities involved.

[REDACTED]
Acting Personnel Director

25X1A9a

Document No.	19
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth:	HR 70-2
Date:	30 NOV 1978
By:	DS